

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND
OTHER ADMINISTRATIVE STAFF**

Superintendent

The Board of Education shall semi-annually conduct a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel (other than those subject to Education Law section 3012-c and 3012-d [i.e., Annual Professional Performance Reviews] who are evaluated in accordance therewith) in the following ways:

- a) Semi-annual review of yearly program plan designed by each administrator in conjunction with the Superintendent;
- b) Annual review of accomplishments as outlined in the yearly program plan;
- c) Annual review of performance in accordance with the job description.

Commissioner's Regulations Section 100.2(o)

Policy Revised: May 23, 2016

Policy 4260 – Evaluation of the Superintendent and Other Administrative Staff

ANNUAL GOALS, OBJECTIVES AND EVALUATION

1. The Board shall devote at least a portion of one meeting during the month of May in each year of the Superintendent's employment by the District to an evaluation in executive session of his/her performance and his/her working relationship with the Board.
2. The evaluation shall be based upon performance criteria as mutually established by the Board and the Superintendent by September of each year which shall be reduced to writing in a form mutually agreed upon by the parties. The Superintendent shall be provided with a copy of the written evaluation at least ten (10) days prior to the executive session of the Board scheduled to discuss such evaluation.
3. The Board also shall devote at least a portion of one meeting during the month of November in each year during the Superintendent's employment by the District to a general discussion in executive session between the Board and the Superintendent with respect to his/her performance and his/her working relationship with the Board. A written memorandum summarizing that discussion shall be provided to the Board by the Superintendent subsequent to such discussion.
4. The performance evaluation prepared pursuant to this paragraph shall be confidential and shall be kept so by the Board and individual Board members.